

PARISH OHSEP REQUIREMENTS – TIMELINE

Version No. 06 – 09/19/2019

January			
Requirement	Detailed Description	Due Date	Citation
EMPG Quarterly Report: Submit to GOHSEP Grant Specialist	EMPG Quarterly Report includes: <ul style="list-style-type: none"> • Quarterly Activity • Personnel • Training • Exercise • Equipment • Planning 	Oct. – Dec., due Jan. 15th.	Federal grant guidance GOHSEP special condition
February			
Requirement	Detailed Description	Due Date	Citation
No requirements.			
March			
Requirement	Detailed Description	Due Date	Citation
Pet Plan Submit to Department of Agricultural and Forestry	In consultation with experts in the fields of animal sheltering, veterinary medicine, public health and safety, other professional and technical personnel deemed appropriate, and the state office of homeland security and emergency preparedness, formulate emergency operation plans for the humane evacuation, transport, and temporary sheltering of service animals and household pets in times of emergency or disaster.	March 1 st of each year	La. R.S. 29:729 (D. 13)
DHS Data Call Submit information to Homeland Security Branch	<p>National Critical Infrastructure Prioritization Program (NCIPP)</p> <p>National Critical Infrastructure Prioritization Program (NCIPP) Data Call Nomination.</p> <p>Parish submits via email to homelandsecurity@la.gov no later than (NLT) March 1st of each year.</p> <p>GOHSEP submits to National Critical Infrastructure Prioritization Program (NCIPP) NLT April 27th.</p>	March 1 st of each year.	Federal grant guidance GOHSEP special condition

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April			
Requirement	Detailed Description	Due Date	Citation
PEMAC: 1) PEMAC formation: Submit signed PEMAC membership annually via WebEOC 2) PEMAC shall meet no less than twice per year: Submit PEMAC meeting minutes via WebEOC 3) PEMAC shall submit an annual report to the director of GOHSEP on or before April 1 st Submit annual report via WebEOC.	Requires each Parish or Police Jury President, through the Parish Director of Homeland Security and Emergency Preparedness, to form a Parish Emergency Management Advisory Committee (PEMAC) to offer advice and counsel to the parish or police jury president on homeland security and emergency management issues. The parish or police jury president may consider the advice and counsel from the committee on such matters as planning, development, prioritization, coordination, and implementation of homeland security and emergency management issues to include but not be limited to homeland security and emergency management mitigation, preparedness, response and recovery, grant requests, and the expenditure of grant funds.	April 1 st each year	La. R.S. 29:727 GOHSEP special condition
EMPG Quarterly Report: Submit to GOHSEP Grant Specialist	EMPG Quarterly Report includes: <ul style="list-style-type: none"> • Quarterly Activity • Personnel • Training • Exercise • Equipment • Planning 	Jan. – Mar., due April 15th	Federal grant guidance GOHSEP special condition
May			
Requirement	Detailed Description	Due Date	Citation
No requirements.			

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June			
Requirement	Detailed Description	Due Date	Citation
Parish Emergency Operations Plan/Update: Submit to GOHSEP Planning Section via WebEOC	The parish office of homeland security and emergency preparedness shall prepare and maintain an all hazards emergency operations plan (EOP) and keep it current. EOP shall be consistent with CPG 101 v.2.	Due June 30 th , every two years	La. R.S. 29:729 (B) Federal grant guidance GOHSEP special condition
Training and Exercise Plan Workshop (TEPW) Submit to GOHSEP Preparedness Section via WebEOC.	Conduct a Training & Exercise Workshop (TEPW) annually. Submit the TEPW sign in sheet to GOHSEP via WebEOC.	June 30 th	Federal grant guidance GOHSEP special condition
July			
Requirement	Detailed Description	Due Date	Citation
EMPG Quarterly Report: Submit to GOHSEP Grant Specialist	EMPG Quarterly Report includes: <ul style="list-style-type: none"> • Quarterly Activity • Personnel • Training • Exercise • Equipment • Planning 	Apr. – Jun., due Jul. 15 th	Federal grant guidance GOHSEP special condition
August			
Requirement	Detailed Description	Due Date	Citation
EMPG Grant Acceptance Submit to GOHSEP Grant Specialist	<ul style="list-style-type: none"> • Grant Award Sheet and Special Conditions • Applicant Designated Point of Contact/FFATA Reporting Form • Federal Grant Agreement Articles 	October 15 th – EMPG October 30 th - SHSP	GOHSEP special condition
Special Events Submit information to Homeland Security Branch	National Special Events Data Call, covering events from December 1 st - November 30 th will be entered in HSIN. Submit via email homelandsecurity@la.gov by August 1 st . GOHSEP review will conduct and review and submit by Sept. 12 th - Federal submission deadline.	Due by August 1 st of each year	Federal grant guidance GOHSEP special condition

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September			
Requirement	Detailed Description	Due Date	Citation
Multi-Year Training and Exercise Plan Submit to GOHSEP Exercise Section via WebEOC	Develop a Multi-Year Training & Exercise Plan (TEP), and update it annually or contribute to the State Multi-Year Training & Exercise Plan (TEP) to satisfy this requirement.	Due by September 30 th of each year	Federal guidance GOHSEP special condition
Progressive Exercise Program	Develop and maintain a progressive exercise program consistent with the National Exercise Program base plan and the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. Exercise activities should align to a current, TEP developed through an annual TEPW.	Due by September 30 th of each year	Federal guidance GOHSEP special condition
October			
Requirement	Detailed Description	Due Date	Citation
NIMS Implementation: Submit answers to NIMS questions in WebEOC	Maintain their existing NIMS compliance. Utilization of standardized resource management concepts such as typing, inventorying, and cataloging promotes strong national mutual aid capabilities that are needed to support delivery of the core capabilities.	Due October 31 st each year	Federal grant guidance GOHSEP special condition
EMPG Quarterly Report: Submit to GOHSEP Grant Specialist	EMPG Quarterly Report includes: <ul style="list-style-type: none"> • Quarterly Activity • Personnel • Training • Exercise • Equipment • Planning 	Jul. – Sep., due Oct. 15th	Federal grant guidance GOHSEP special condition
November			
Requirement	Detailed Description	Due Date	Citation
RISK Survey/ Assessment Submit to GOHSEP Homeland Security Branch via WebEOC	In conjunction with LASAFE, GOHSEP Operations, and all Parish OHSEPs prepare, publish and maintain a state risk assessment on a biennial basis on odd numbered years.	November 1 st	GOHSEP special condition

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EMPG/SHSP/UASI Project Allocation/Applications Submit to GOHSEP Grant Specialist	Completed and approved Project Allocation Forms (SHSP and UASI only) and Project Applications	November 30 th	GOHSEP special condition
December			
Requirement	Detailed Description	Due Date	Citation
Nationwide Cybersecurity Review (NCSR) submit to GOHSEP preparedness grants section via WebEOC	The Nationwide Cybersecurity Review (NCSR) is a no cost, anonymous, annual self-assessment that is designed to measure gaps and capabilities of state, local, tribal and territorial (SLTT) governments' cybersecurity programs. The 2019 NCSR will be open from October 1 st through December 31 st .	December 31 st	Federal grant guidance GOHSEP special condition

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Varies by Parish			
Requirement	Detailed Description	Due Date	Citation
Hazard Mitigation Plan/Plan: Submit to GOHSEP Hazard Mitigation Section	Hazard mitigation planning is the process state, local and tribal governments use to identify risks and vulnerabilities associated with natural disasters and to develop long-term strategies for protecting people and property in future hazard events. The process results in a mitigation plan that offers a strategy for breaking the cycle of disaster damage, reconstruction and repeated damage and a framework for developing feasible and cost-effective mitigation projects.	Due every five (5) years	Disaster Mitigation Act of 2000 (Public Law 106-390)

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Requirement	Detailed Description	Due Date	Citation
Training Requirements	<p>All EMPG funded personnel shall complete the following training requirements and record proof of completion:</p> <p>NIMS Training, Independent Study (IS)-100 (any version), IS-200 (any version), IS-700 (any version), and IS-800 (any version),</p> <p>AND</p> <p><i>FEMA Professional Development Series (PDS): IS-120.a, IS-230.d, IS-235.b, IS-240.a, IS-241.b, IS-242.b, IS-244.b</i></p> <p>OR</p> <p>National Emergency Management Basic Academy E/L0101, Foundations of Emergency Management (40 hours) 5 days E/L0102, Science of Disaster (approximately 24 hours) 3 days E/L0103, Planning: Emergency Operations (16 hours) 2 days E/L/K0146, Homeland Security Exercise and Evaluation Program (HSEEP) (16 hours) 2 days ** E/L0105, Public Information and Warning (16 hours) 2 days Total course hours: 112 hours</p> <p>Basic Academy Prerequisites</p> <p>Eleven online Independent Study courses are required as prerequisites to the classroom courses. All eleven must be completed before submitting an application for E/L0101</p> <p>IS-100: Introduction to the Incident Command System IS-120: Introduction to Exercise</p>	One time completion	Federal guidance GOHSEP special condition

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	IS-200: ICS for Single Resources IS-230: Fundamentals of Emergency Management IS-235: Emergency Planning IS-240: Leadership and Influencing IS-241: Decision Making IS-242: Effective Communication IS-244: Developing and Managing Volunteers IS-700: National Incident Management System, An Introduction IS-800: National Response Framework, An Introduction		
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